

# 2

## View/Change Information Module

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This chapter addresses the following information:

- How to change your personal information
  - How to change your password
  - How to add an related Facility
  - How to add related Parties
  - How to make additional changes
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### 2.1 The View/Change Information Module

The View/Change Information Module serves four functions; it allows you to:

1. Change address information;
2. Change your CIWQS password;
3. Request the addition of a related Facility; and
4. Request additional changes (such as the addition of a related Party or changes to your User ID).

Changes made to personal (address and contact) information, and password information result in immediate updates to information stored in the system. All other changes – such as the addition of a related Party or Facility - are made by System Administrators after a request has been submitted and reviewed.

To access this Module, choose *View/Change My Personal Information* Module from the Main Menu page after logging in to CIWQS. You will be presented with the *View/Change Personal Information* page (Figure 2.1). When the page is opened, it will show the information currently stored within the system.

Water Boards **CIWQS** [Menu](#) [Help](#) [Log out](#)

Navigate to:

You are logged in as: ciwqs. If this account does not belong to you, please log out.

### View Change Personal Information

User ID: ciwqs

[Change Password](#)

**My Name:**

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

**My Address:**

Street Number:

Street Name:

Apt.:

City:

State:

Zip Code:

**My Phone Number:**

**My Fax Number:**

**My Email Address:**

**My Related Parties (Organizations and People):**

Name	Type	How Related
Los Angeles Waterboard	Organization	
Central Coast Waterboard	Organization	
San Francisco Bay Waterboard	Organization	

**My Related Facilities:**

Name	Address	How Related
GEORGIA PACIFIC CORPORATION-37 FORT BRAGG BAY	..	data submitter
Yac's Facility	2100 N. Highway, CA 12345	data submitter
Yac's TEST MAR 3	123 TEST, CA	data submitter
Yac's New Facility - 4-4	.. CA	data submitter
CIWQS New Facility - 1-11	.. CA	data submitter
Yac's New Facility - 4-17	.. New, New Town, CA 1111	data submitter

[Request Another Facility](#)

[Request Another Change](#)

[Save Changes](#)

Figure 2.1 The View/Change Personal Information Page



The changes made in the View/Change Information Module are immediate and permanent. Care should be taken when entering new personal information.

## 2.1.1 Changing Your Password

At the top of the page is your User ID. Directly below this is the “Change Password” button. Clicking this button will bring you to the *Change User Password* page (Figure 2.2).

Water Boards **CIWQS** [Menu](#) [Help](#) [Log out](#)

Navigate to:

You are logged in as: ciwqs. If this account does not belong to you, please log out.

CIWQS Wednesday, May 11, 2005

### Change User Password

Username: ciwqs

New Password\*:

Confirm New Password\*:

[Save](#) [Cancel](#)

Figure 2.2 The Change User Password Page

To change your password, type in a new password in the “New Password” field and verify your new password by re-typing it into the “Confirm New Password” field.

Click “Save” to save this information and return to the *View/Change Information* page. Click “Cancel” to return to the *View/Change Information* page without changing your password.

## 2.1.2 Changing Your Personal Information

The editable fields on the *View/Change Personal Information* page contain your personal information. This includes:

- ♦ Address Information (Street Number, Street Name, Apt., City, State, Zip Code)
- ♦ Phone Number
- ♦ Fax Number
- ♦ Email Address

To change the information, simply type in your corrections and click the “Save Changes” button at the bottom of the screen.



**The “Save” button only saves information related to your personal information. New password information is saved via the Change User Password page.**

## 2.2 Related Facilities and Parties

The *View/Change Personal Information* page also shows your related Parties (Organizations and People) and related Facilities. This information is contained in the tables at the bottom of the page.

The table entitled “My Related Parties (Organizations and People)” lists the Name, Type and your relationship with (“How Related”) each Organization or Person you are related to. The *Type* field indicates whether the Party is an Organization or a Person. The *How Related* field indicates your relationship to or with that Party.

The table entitled “My Related Facilities” lists the facilities for which you are a case manager. This table indicates the Name, Address and your relationship to each Facility.

## 2.2.1 How to Add a Related Facility

To request the addition of an additional Facility, click the “Request Another Facility” button at the bottom of the screen. You will be taken to the *Request Another Facility Search* page (Figure 2.3).

**Figure 2.3 The Request Another Facility Search Page**

Type in the name of the Facility you wish to add and click the “Next” button. The search field is not case sensitive.



**Be sure to check the spelling of the Facility you wish to add. If you have difficulty finding the appropriate Facility, use a less-specific keyword search or check with your Water Board to make sure that the Facility is registered.**

If the Facility name you entered matches one or more Facilities registered in CIWQS, you will be prompted to select the correct Facility on the *Request Related Facility* page (Figure 2.4).

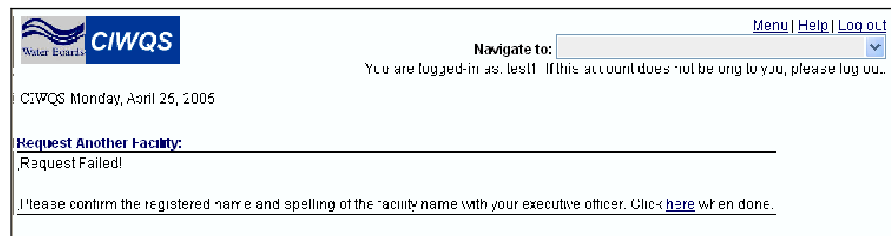
If the Facility you wish to add appears in the list, select the radio button next to the correct Facility and click the “Select” button. Your request will be sent to the System Administrator.

	Facility Name	Address
<input type="radio"/>	3M COMPANY--3M PHARMACEUTICALS	

**Figure 2.4 The Request Related Facility Page**

If the Facility you wish to add does not appear in the list, you can click the “Back” button of your web browser to return to the *Request Another Facility* page and type in another Facility name.

If you select “None of the Above” you will be asked to check for the correct spelling of the Facility and directed back to the main menu (Figure 2.5).



**Figure 2.5 Request Another Facility: Request Failed**

## 2.2.2 Requesting Additional Changes

All other changes to your personal profile such as:

- Requesting the addition of a Related Party;
- Changing your User ID; or
- Changing your relationship to or with a related Facility or Party

must be made by a System Administrator. You can request a change by sending an email to your System Administrator. Clicking the “Request Additional Change” button will launch your default email program and create a new message addressed to the System Administrator. Be sure to add an appropriate subject line to your message.

Your email requesting a change will be read and reviewed by a CIWQS Administrator. Your requested changes will be made or the Administrator will contact you with additional questions regarding your email.

The CIWQS Administrator will notify you once changes have been made.